Job Title: Student Advisor – ASAP | ACE
Job ID: 24801
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site with residential housing and is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

CUNY’s Accelerated Study in Associate Programs (ASAP) and Accelerate, Complete, Engage (ACE) are graduation and retention programs offered at twelve CUNY colleges. These programs help students to stay on track and graduate by providing a range of financial, academic, and personal supports, including personalized advisement, career counseling, tutoring, waivers for tuition and additional financial assistance to cover the cost of textbooks.

Reporting to the ASAP | ACE Associate Director, the Student Advisor’s responsibilities include, but not limited to:

- Provide students with advising support to facilitate timely degree completion
- Help students clarify their academic and professional goals and provide guidance on the alignment of academic major and professional goals
- Communicate program requirements and benchmarks effectively to students
- Provide students with accurate and timely information, including academic requirements, as well as institutional policies and procedures
- Monitor students’ progress continuously and support students’ academic planning by assisting them with student electronic tools, such as DegreeWorks, CUNYfirst, and Virtual Schedule Builder, etc.
- Maintain accurate records and analyze data of student progress and enrollment activities
- Participate in student recruitment, enrollment, and engagement activities
- Develop and conduct student workshops to promote student success and persistence
- Prepare and provide program leadership with reports on student progress and enrollment status
- Serve as a participating member of the college-wide academic advising council

QUALIFICATIONS
Bachelor’s degree (Master’s preferred) in an appropriate discipline and four years related experience.

Preferred qualifications include:

- One year directly related to providing college-level advising.
- Master’s degree in an appropriate discipline (e.g. education, counseling, social and behavioral sciences, etc.)
- Understanding of the needs and challenges facing students from diverse urban backgrounds
- Experience advising comprehensive college (associate and baccalaureate) students, in special programs, and/or with a cohort-model
- Experience developing student- and learning-centered programming to support student success.
- Familiarity with student development theory and academic advising principles
- Demonstrated ability to work independently and collaboratively, within the department and with faculty and other administrators
- Solid organization, project management, communication (written and oral), and facilitation skills.
- Strong data management and computer skills, particularly Microsoft Office Suite, and aptitude to learn new systems as needed
- Experience using CUNYfirst (PeopleSoft), a plus
- Willingness to work evenings and weekends as needed

CUNY TITLE OVERVIEW

Accelerated Study in Associate Programs (ASAP) helps students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and MetroCards for all students. Further information is available at www.cuny.edu/ASAP.

The ASAP Advisor is a member of an integrated College team providing individual academic, career and related support to an assigned group of college students as they progress through the program.
- Delivers comprehensive advisement support services to an assigned group of students through degree completion
- Conducts workshops and group advisement on topics of relevance and interest
- Reviews student progress and tracks student use of academic support services
- Conducts regular outreach to faculty and other college staff as needed to support student success
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals and opportunity programs
- Supports annual recruitment of students
- Organizes periodic special events and programs for students, faculty and staff
- Performs related duties as assigned.

CUNY TITLE
Higher Education Assistant

FLSA
Exempt

COMPENSATION AND BENEFITS

$51,242 - $63,382

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE

August 10, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.